IV-PC Project Control Table

The Project Control Table (PC Table) provides information used during system processing to control transaction editing, fund control and posting level determination for project and grant related transactions. The PC Table is without regard to Funding Fiscal Year.

Use of the PC Table is mandatory for any agency that accounts for federal funds. See Volume 3, Chapter II, Project Accounting for more information on the PC Table.

STRUCTURE

The PC Table is divided into two segments: the control key and informational elements segment. The control key identifies each project control record and contains the Organization Code, Project Number and Work Phase. The Organization Code identifies the agency responsible for the particular project. The Project Number identifies each capital, Federal or special project. The Work Phase provides additional detail for project or grant related activity.

The information elements provide descriptive data and billing information for each project. Each of these classification elements and indicators is defined in Exhibit IV-PC-1.

RELATIONSHIP TO OTHER TABLES

The Vendor Edit Table, Index Code Table, Program Cost Account Table, and several of the Descriptor tables are used to validate most of the data elements during update of the PC Table.

INPUT CODING

Input coding instructions for the PC Table are contained in Exhibit IV-PC-1. The Project Control Table Maintenance coding form (CALSTARS 12) illustrated in Exhibit IV-PC-2 is in the same format as the data entry screen.

CREATION AND MAINTENANCE

Data is entered directly from the PC Table Maintenance coding form (CALSTARS 12). The available maintenance functions are **A**=ADD, **C**=CHANGE, **D**=DELETE, **P**=PRINT, **F5**=VIEW MASTER, **F6**=RECALL MAINT, AND **F10**=DEL MAINT. Descriptions of these functions may be found in the *Table Maintenance Functions* section of Chapter IV. To **blank** any data fields (using the **Change** function), the field must be filled with "$" signs; e.g., for the SUB GRANTEE CODE, use **$$$$$$$$$$$$** (twelve '$').

The functions **Generate**, **Delete FFY** and **Print Specified FFY** cannot be used because Funding Fiscal Year is not part of the table control key. There are no other special considerations.

All table maintenance activity must be recorded on the Table Maintenance Control Log (CALSTARS 20) as described in the *Table Maintenance Activity Log* section of Chapter IV.

EDIT RULES

All error codes and messages for table maintenance transactions are defined in Volume 4 of the CALSTARS Procedures Manual.

OUTPUTS

The PC Table maintenance program has three outputs:

Maintenance Activity Report (CSB950-1), shown in Exhibit IV-PC-3, shows each transaction entered via the on-line screen and a message for each transaction violating an edit rule;

Maintenance Activity Report (CSB950-4) shows each transaction processed from external input files and a message for each transaction violating an edit rule; and

Table Listing Report (CSB950-2), shown in Exhibit IV-PC-4, is produced when a function **P** is entered.

CONTROL

Edit rules validate the data elements of the PC Table; however, the Maintenance Activity Reports should be proofread to ensure that all changes and additions were made as intended. Careful control of deletions is mandatory since there is no automatic editing to ensure that valid tables are not deleted accidentally. Once accounting transactions have been processed, the impact of any PC Table changes should be carefully evaluated. A control log and Maintenance Activity Reports should be maintained as long as the accounting transactions they control.

PURGE OF GRANT PROJECT FILE RECORDS

To purge the Grant Project File records for a particular project number/work phase (PN/WP), the PN/WP must be deleted from the PC Table. The Grant Project File records for the PN/WP will remain in the GP File until the next Year-End Close process is run. The absence of the PN/WP in the PC Table cause the associated GP File records to be purged as part of the Year-End Close process. A PN/WP in the PC Table should be deleted under the following conditions:

✪ A PN/WP was established with an incorrect key (all GP File records must be moved to the correct key prior to deleting the incorrect PN/WP); or

✪ A project/work phase is closed and there will be no more financial information recorded in the Grant Project File.

The purging of all financial and statistical data for a project/work phase is based on the absence of a PC Table and occurs during the normal Year-End Close Process when all CALSTARS files are closed. Agencies should have all the appropriate historical reports before purging any Grant Project records by deleting a PC Table.

EXHIBIT IV-PC-1
PROJECT CONTROL TABLE INPUT CODING INSTRUCTIONS

Data Element	Length	Contents
Control Key:		
ORG CODE	4	The **Organization Code** is displayed based on the User's signon and cannot be altered.
PROJECT NO	6	**Enter the alphanumeric Project Number** assigned to the project or grant. (Must first be defined in Descriptor Table 42.)
WORK PHASE	2	**Enter the numeric Work Phase** (**00** through **99**). If the project or grant is not broken down into Work Phases, enter zeros (**00**).
Informational Elements:		
DESCRIPTION	40	**Enter the Project Description**. The Project Description must not be blank. The first character cannot be a dollar ($) sign.
PROJ TYPE	1	**Enter the Project Type.** The Project Type is used to determine the type of financial edits to be applied to financial transactions. **0** - Agency Project - Not subject to GP File financial edits *. **1** - Federal Grant - subject to GP File financial edits *. **2** - Capital Project - subject to GP File financial edits *. **3** - Local Agency Grant (must be used for sub-grantee accounting) - subject to GP File financial edits *. **4** - Reimbursable Project - subject to GP File financial edits *. * GP File financial edits are OC-Table Fund Related Error Severity Segments F50 through F55. In addition to the edits described above, the following project types are also subject to the FIFO (First In, First Out) project edits (OC Table Fund Related Error Severity Segment F56). FIFO Projects are those that require monies from the prior project period be expended before the current project funds can be expended. For the purposes of FIFO project edits, Work Phases **00** through **20** (typically representing years 2000 through 2020) are treated as higher Work Phases than **21** through **99** (typically representing years 1921 through 1999). For additional information concerning the FIFO edits and the manner in which expenditures are posted to these projects refer to Volume 3, Chapter IX, Project Accounting. **A** - FIFO Agency Project **B** - FIFO Federal Grant **C** - FIFO Capital Project **D** - FIFO Local Agency Grant **E** - FIFO Reimbursable Project
START DATE	6	**Enter the Project Start Date** (*MMDDYY* format). May be blank if project type equals **0**. Note: The Start Date/End Date identifies the continuous period that the funds are available for expenditure, encumbrance or cash receipt. The Document Date in the transaction must be within this range for a transaction to be posted to the GP File. If the Document Date field is blank, the edit uses the processing date internally assigned by CALSTARS.

Data Element	Length	Contents
END DATE	6	**Enter the Project Ending Date** (*MMDDYY* format). May be blank if project type equals **0**.
FED CAT NO	8	**Enter the five-digit statewide Federal Catalog Number and three digit SCO Project number**. Required for all projects that will post to the Federal Trust Fund. May be blank if project type does not equal **1** or **B**. (The Federal Catalog Number must first be defined in Descriptor Table 40.)
SUB GRANTEE CODE	12	**Enter the Sub-Grantee Code** or leave blank. This is an alphanumeric field (all zeros is not allowed.) Optional field that may be used for the funding agency identification number. This is a PC Table informational element only. The Sub-Grantee Code does not post to any master file.

OBJ POST LVL	1	**Enter the Object Posting Level Indicator**. The Object Level Posting Indicator determines the level of detail for Object Codes AND Fund (if used) in the GP File. Level of Object Detail for controlling project overrides the level of control specified by the Appropriation, Allotment or PCA. Once set for a specific PN/WP, this indicator should <u>not</u> be changed over the life of the PN/WP. Fund may be used when it is important to identify each individual fund's share of the budget and total cost of a PN/WP.
		
		The Object Posting Level Indicator must be set to **1**, **2**, **3** or **4** (or **B** through **E**) if posting prepayments to the Grant Project File. The recommended setting for most projects is **4**.
		
		  0 - Fund (no object control)
		  1 - Category and fund
		  2 - Object and fund
		  3 - Object detail and fund
		  4 - Agency object and fund
		  A - No object or fund control
		  B - Category
		  C - Object
		  D - Object detail
		  E - Agency object

REV POST LVL	1	**Enter the Revenue Posting Level Indicator**. The Revenue Posting Level Indicator determines the level of detail for the Source Code field in the GP File. Indicator must be set to **1** or **2** if posting Advance Collections to the Grant Project File. Once set, this indicator should not be changed over the life of the PN/WP. The recommended setting for most projects is **2**.
		
		  0 - Do not use source code.
		  1 - Use source code.
		  2 - Use Agency source code.

Data Element	Length	Contents
GL POST LVL	1	**Enter the General Ledger Project and Fund Level Posting Indicator.** The General Ledger Posting Indicator determines if a separate General Ledger is maintained for the PN/WP AND if the PCA is used in the fund control edits. There is no requirement to maintain a separate General Ledger for each project. Once set, this indicator must NEVER be changed over the life of the PN/WP. The recommended setting for most projects is **0** or **A**. Use **A** to match Budget Allowable Costs with the expenditures for the project (Budget Allowable Costs must be loaded by PCA). 0 - **Do not maintain a separate general ledger** for the project; do not use fund control by PCA. 1 - **Maintain a separate general ledger** for the project; do not use fund control by PCA. A - **Do not maintain a separate general ledger** for the project; **perform fund control by PCA**. B - **Maintain a separate general ledger** by project; **perform fund control by PCA**.
APPN CTL TYPE	1	**Enter the Appropriation Control Type Indicator.** The Appropriation Control Type Indicator determines if the <u>Project</u> Budget related errors (OC Table Fund Related Error Severity Segments 53, 54 and 55) will be used for editing financial transactions. This indicator can be changed without affecting transactions on the GP File. The recommended setting for most projects is **1**. 0 - **No project budget control -** This setting overrides the OC Table settings that would otherwise apply. Overexpenditures will not be evidenced by error messages. 1 - **Absolute project budget control -** This setting allows the OC Table settings to control edits. Transactions posted with the 'Fatal' option post only to the Error Suspense File. Transactions posted with the 'Warning' option post properly, but a warning message is written one day only on the Error Suspense File. Transactions posted with the 'Ignore' option post properly with no error message. 2 - **Advisory project budget control -** This setting qualifies the OC Table settings that control edits. Transactions posted with the 'Fatal' and 'Warning' options post properly, but a warning message is written one day only on the Error Suspense File. Transactions posted with the 'Ignore' option post properly with no error message.

Data Element	Length	Contents
CASH CTL TYPE	1	**Enter the Cash Control Type indicator.** The Appropriation Control Type Indicator determines if the Project Budget related errors (OC Table Fund Related Error Severity Segments 24, 25 and 26) will be used for editing financial transactions. This indicator can be changed without affecting transactions on the GP File. The recommended setting for most projects is **1**. **0** - **No cash control** - This setting overrides the OC Table settings that would otherwise apply. Insufficient cash will not be evidenced by error messages. **1** - **Absolute cash control** - This setting allows the OC Table settings that control edits. Transactions posted with the 'Fatal' option post only to the Error Suspense File. Transactions posted with the 'Warning' option post properly, but a warning message is written one day only on the Error Suspense File. Transactions posted with the 'Ignore' option post properly with no error message. **2** - **Advisory cash control** - This setting qualifies the OC Table settings that control edits. Transactions posted with the 'Fatal' and 'Warning' options post properly, but a warning message is written one day only on the Error Suspense File. Transactions posted with the 'Ignore' option post properly with no error message.
ACTIVE/INACTIVE IND	1	**Enter the code to specify whether a project is active or inactive:** **0** - Active - transactions referencing the PC Table record will post after passing normal edits. **1** - Inactive - transactions referencing this PC Table record will not post unless the Modifier is **I** (eye) in the transaction (to override an inactive table).
Billing Data:		*Note: This section of the PC Table was originally designed as a part of the Project Billing Subsystem, which is disabled. The "Cycle" and "Method" data elements must be entered. If any values other than "0" are entered in these two fields, all of the subsequent fields will be edited according to the requirements of the old Project Billing Subsystem.*
CYCLE	1	**Enter the Billing Cycle Indicator**. The recommended setting for most projects is **0**. **0** - Project not billed **1** - Daily Billing (Letter of Credit Drawdown) **2** - Weekly Billing **3** - Monthly Billing **4** - Quarterly Billing

Data Element	Length	Contents
METHOD	1	**Enter the Billing Method Indicator.** The recommended setting for most projects is **0**. **0** - Project not billed **1** - Standard cost per unit **2** - Standard percentage **3** - Actual **4** - Allowable **5** - Limit
RATE	10	**Enter the Standard Billing Rate** in 99999.99999 format. Required when Billing Cycle Indicator equals **1** through **4** and Billing Method equals **1** or **2**. Otherwise it is optional.
BILL OBJ LOW	5	**Enter the Standard Billing Object-Low.** Required when Billing Cycle Indicator equals **1** through **4** and Billing Method equals **1**. Otherwise it is optional.
BILL OBJ HIGH	5	**Enter the Standard Billing Object-High.** Required when Billing Cycle Indicator equals **1** through **4** and Billing Method equals **1**. Otherwise it is optional.
VENDOR NO	12	**Enter the Vendor Number and Suffix** that identify the vendor to be billed (optional). If entered, the Vendor Number and Suffix must first be defined in the Vendor Edit Table.
Credit Account:		*Note: The data elements below are optional. However, if used, the data entered is edited for consistency and other table look-ups.*
ORG CODE	4	**Enter the Credit Account Organization Code** that identifies the accounting entity to be credited with the receipt. If entered, the Credit Account Organization Code must first be defined in the D01 Table.
INDEX	4	**Enter the Credit Account Index Code.** Leave blank if the Credit Account Organization Code is blank. If entered, the Index Code must first be defined in the Index Code Table.
FFY	2	**Enter the Credit Account Funding Fiscal Year**. Leave blank if the Credit Account Organization Code is blank.
FUND	3	**Enter the Credit Account Fund code**. Leave blank if the Credit Account Organization Code is blank. If entered, the Fund Code must first be defined in the D22 Table.
FS	1	**Enter the Credit Account Funding Source**. Leave blank if the Credit Account Organization Code is blank. If entered, the Fund Source must first be defined in the D20 Table.
METHOD	1	**Enter the Credit Account Method**. Leave blank if the Credit Account Organization Code is blank. If entered, the Method must first be defined in the D25 Table.
FUND DTL	2	**Enter the Credit Account Fund Detail code**. Leave blank if the Credit Account Organization Code is blank. If entered, the Fund Detail must first be defined in the D23 Table.

Data Element	Length	Contents
OBJ DTL	3	**Enter the Credit Account Object Detail code**, if required. Leave blank if the Credit Account Organization Code is blank or the Receipt Source code is not blank. If entered, the Object Detail must first be defined in the D11 Table.
AGCY OBJ	2	**Enter the Credit Account Agency Object code**, if required. Leave blank if the Credit Account Object Detail is blank. If entered, the Agency Object must first be defined in the D12 Table.
PCA	5	**Enter the Credit Account Program Cost Account**. Leave blank if the Credit Account Organization Code is blank. If entered, the PCA must first be defined in the PA Table.
TRANS CODE	3	**Enter the Credit Account Transaction Code** to record the credit amount. Leave blank if the Credit Account Organization Code is blank. If entered, the Transaction Code must first be defined in the TD Table.
SOURCE	6	**Enter the Credit Account Receipt Source code** if required or leave blank if Credit Account Organization Code is blank or Credit Account Object Detail code is not blank. If entered, the Receipt Source must first be defined in the D33 Table.
AGCY SOURCE	2	**Enter the Credit Account Agency Source Code**, if required. Leave blank if Credit Account Organization Code is blank or if the Credit Account Source Code is blank. If entered, the Agency Source must first be defined in the D34 Table.

EXHIBIT IV-PC-2

CALSTARS 12
(Rev. 09/00)

STATE OF CALIFORNIA

CALSTARS PROJECT CONTROL TABLE MAINTENANCE

PREPARED BY: _____ DATE: _____ ENTERED BY: _____ DATE: _____

FUNCTION ☐ (A=ADD, C-CHANGE, D=DELETE, P=PRINT)

ORG CODE: ☐☐☐   PROJECT NO: ☐☐☐☐☐☐   WORK PHASE: ☐

TITLE: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

PROJ TYPE: ☐   START DATE: ☐☐☐☐   END DATE: ☐☐☐☐   FED CAT NO: ☐☐☐☐☐☐☐

SUB GRANTEE CODE: ☐☐☐☐☐☐☐☐☐☐☐☐   OBJ POST LVL: ☐   REV POST LVL: ☐

GL POST LVL: ☐   APPN CTL TYPE: ☐   CASH CTL TYPE: ☐   ACTIVE/INACTIVE IND: ☐

BILLING DATA: CYCLE: ☐   METHOD: ☐   RATE: ☐☐☐☐☐☐☐☐

BILL OBJ LOW: ☐☐☐☐   BILL OBJ HIGH: ☐☐☐☐

VENDOR NO: ☐☐☐☐☐☐☐☐☐☐☐

CREDIT ACCOUNT: ORG CODE: ☐☐☐   INDEX: ☐☐☐   FFY: ☐   FUND: ☐☐☐   FS: ☐

METHOD: ☐   FUND DTL: ☐   OBJ DTL: ☐☐   AGCY OBJ: ☐

PCA: ☐☐☐☐   TRANS CODE: ☐☐   SOURCE: ☐☐☐☐☐☐

AGCY SOURCE: ☐

EXHIBIT IV-PC-3

```
CSB950-1 9990 (DEST: A1 TOL1) *****          DEPARTMENT OF AIR QUALITY              ************************** ORG NUMBER:   9990
                              CALSTARS     P C - T A B L E   M A I N T E N A N C E     REPORT                   ORG PAGE:       1
09/10/2000 (06:01) ************************************************************************************************** RUN PAGE:       3

                                                A C T I V I T Y   R E P O R T
-----------------------------------------------------------------------------------------------------------------------------------
F  - RECORD KEY -                    TITLE                       P-TYPE  START     END        VENDOR-ID     FED-CAT      GRANTEE-CODE
N  ORG   PROJECT/ OBJ-POST REV-POST APPN-CNTL CASH-CNTL GL-POST ACT-INACT BILL-CYC BILL-METH BILL-RATE BILL-OBJ-LOW BILL-OBJ-HIGH
C  CODE  WORKPHASE  CRDT-INFO: ORG INDEX  FFY FUND FS METH F-DTL OBJ-DET AGY-OBJ SOURCE-AS  PCA  TC        ERROR CODES AND MESSAGES
-----------------------------------------------------------------------------------------------------------------------------------
X  XXXX  XXXXXX-XX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX     X     YYMMDD    YYMMDD    XXXXXXXXXX-XX   XXXXXXXX     XXXXXXXXXXXX
                       X        X          X         X        X         X          X          X      XXXXX.XXXXX  X XX XX     X XX XX
                       XXXX   XXXX XXXX XXXX X    X    XX     XXX         XX    XXXXXX-XX  XXXXX XXX   XXX-XXXXXXXXXXXXXXXXXXXX

A  9990  000005-00  UC DAVIS RICE STRAW BURNING PROJECT         1    001001    020930    1020550000-00
                       4        2          1         1        0         0          0          0

A  9990  000006-00  UC SANTA BARBARA COAL OIL PT PROJECT        1    001001    020930                    89467001
                       4        2          1         1        A         0          0          0

A  9990  000007-00  USDA PESTICIDE RESIDUES ABATEMENT           1    001001    010930                    90553099
                       4        2          1         1        A         0          0          0
                                                                                                        P19-FED CAT NOT IN D40
A  9990  000008-00  PEPPERDINE U ETHEREAL TOXICS                1    001001    020930    1021510000-00
                       4        2          1         1        0         0          0          0
                                                                                                        P09-PROJECT NOT IN D42
```

EXHIBIT IV-PC-4

```
CSB950-2 9990 (DEST: A1 TOL1) *****         DEPARTMENT OF AIR QUALITY        ************************** ORG NUMBER:    9990
                              CALSTARS    P C - T A B L E   M A I N T E N A N C E    REPORT               ORG PAGE:        1
09/10/2000 (06:00) ********************************************************************************************* RUN PAGE:       81

                                                    P C   T A B L E   L I S T I N G
*****************************************************************************************************************************************
   - RECORD KEY -              TITLE                    P-TYPE  START      END        VENDOR-ID      FED-CAT      GRANTEE-CODE
   ORG   PROJECT/ OBJ-POST REV-POST APPN-CNTL CASH-CNTL GL-POST ACT-INACT BILL-CYC BILL-METH BILL-RATE BILL-OBJ-LOW BILL-OBJ-HIGH
   CODE  WORKPHASE  CRDT-INFO: ORG INDEX  FFY FUND FS METH F-DTL OBJ-DET AGY-OBJ SOURCE-AS  PCA  TC   LAST-PROC-DATE
-----------------------------------------------------------------------------------------------------------------------------------
   XXXX  XXXXXX-XX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX   X    YYMMDD    YYMMDD     XXXXXXXXXXXX    XXXXXXXX     XXXXXXXXXXXX
                    X        X        X        X         X        X         X         X     XXXXX.XXXXX  X XX XX      X XX XX
                             XXXX  XXXX XXXX XXXX X   X   XX     XXX          XX    XXXXXX-XX XXXXX XXX   MM/DD/YY

   9990  000001-92  CSU, SACRAMENTO MONITORING             0    920701    010630
                    4        2        1        1        A        0         0         0
                                                                                                       07/08/98

   9990  000002-93  CSU, CHICO PESTICIDE MONITORING        0    930701    020630                        86572011
                    4        2        1        1        0        0         0         0
                                                                                                       06/29/00

   9990  000003-02  YUBA COLLEGE ALMOND SHELL BURNING      0    950701    020630                        8876011
                    4        2        1        1        0        0         0         0
                                                                                                       02/10/97

   9990  000004-01  UC DAVIS SPECIAL STUDIES               0    960701    010630
                    4        2        1        1        0        0         0         0
                                                                                                       03/11/98

   9990  000005-00  UC DAVIS RICE STRAW BURNING PROJECT    1    980701    000930
                    4        2        1        1        0        0         0         0
                                                                                                       08/11/99

   9990  000006-64  UC SANTA BARBARA COAL OIL PT PROJECT   0    981001    000930                        89467011
                    4        2        1        1        A        0         0         0
                                                                                                       08/11/99

   9990  000006-98  UC SANTA BARBARA COAL OIL PT PROJECT   1    980301    010930                        89467001
                    4        2        1        1        A        0         0         0
                                                                                                       08/11/99
```